

Board of County Commissioners  
Leon County, Florida

6.04.2

**Policy No. 99-2**

Title: Parking - County Courthouse Garage

Date Adopted: June 15, 1999

Effective Date: June 15, 1999

Reference: n/a

Policy Superseded: "Assigning Parking Spaces," adopted January 28, 1969; "Parking Policy for Courthouse Garage" and "Procedures for Implementing Parking Garage Policy," adopted November 29, 1988; "Addendum to Courthouse Parking Policy re: Temporary Disabilities," adopted October 10, 1989; Addendum to Parking Policy re: Authorization for Payroll Deduction of an \$18 per Month Parking Fee, adopted March 13, 1990 and effective April 1, 1990; Policy No. 93-39 "Parking - County Courthouse Garage," adopted January 12, 1993

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 93-39, "Parking - County Courthouse Garage," adopted January 12, 1993, is hereby repealed and superseded and a new policy adopted in its place, to wit:

The Courthouse Parking Garage is designed primarily to serve the public and support Courthouse functions. As available, parking spaces located in the garage may be provided to elected officials and employees who work in the Courthouse, and others as set out in the "**Procedures for Implementing Parking Garage Policy**" attached to this policy.

The Board of County Commissioners may amend these procedures from time to time as it deems appropriate in the best interests of the citizens of Leon County. Should the number of parking spaces allocated to the public be found insufficient to serve their needs, the number of employee parking spaces may be reduced.

The assignment of parking spaces within the Courthouse Garage shall satisfy all legal obligations which may exist and shall be equitable and fair to all employees whose primary work stations are located in the Leon County Courthouse.

## Procedures for Implementing Parking Garage Policy

### Reference: Policy No. 99-2

Adopted by the Board of County Commissioners of Leon County  
on June 15, 1999

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- A. General Public, Visitor and Juror Parking Spaces  
Parking spaces within the Courthouse garage shall be available to accommodate the parking needs of the general public having business at the Courthouse and the jurors who have been officially summoned by the Clerk of the Circuit Court to appear on a particular date and time. These spaces shall be filled on a first-come, first-served basis.
- B. Handicapped Parking Spaces  
A limited number of parking spaces within the Courthouse garage shall be labeled and reserved for the handicapped. These spaces shall be filled on a first-come, first-served basis. "Handicapped" is defined as any person who:
1. has been certified, by a physician licensed in the United States or by the Veterans Administration, as severely physically disabled with permanent mobility problems which substantially impair his/her ability to ambulate; and
  2. has a Florida Exemption Entitlement Parking Permit.
- C. Assignment of Employee Parking Spaces
1. The County may provide parking spaces to those in the following categories:
    - a. County, Circuit and visiting judges.
    - b. Constitutional and Elected Officers: County Commissioners, Clerk of the Courts, Tax Collector, Property Appraiser, Supervisor of Elections, Sheriff, Public Defender, State Attorney.
    - c. Staff of Constitutional and elected officers, or any others, whose primary use of a vehicle is for official business as may be required by Florida Statutes.
    - d. Department Heads.
    - e. Division heads whose primary office is located within the Courthouse.
    - f. County-owned vehicles (limited number).
    - g. Handicapped employees.
    - h. All other staff or persons for whom the Board of County Commissioners has agreed to provide parking spaces or which may be required by Florida Statutes.
  2. Because of the limited number of parking spaces in the Courthouse, employees cannot be assured of an assigned space. However, as space is available, all County and other employees not categorized above whose primary office is located in the Courthouse shall be assigned parking spaces based upon the following:

## Procedures for Implementing Parking Garage Policy

### C. Assignment of Employee Parking Spaces (Continued)

#### 2. (Continued)

- a. Only full-time Employees will be assigned parking spaces and they will be assigned in order of seniority. Seniority will be determined by the employee's official date of hire, specifically the official start date (month, day, year) or most recent date of employment after a break in service exceeding 30 working days.
- b. In descending order of seniority, spaces will be assigned first from those available in the Courthouse garage and then from those available in any other facilities leased to serve the Courthouse employees.
- c. When all available parking spaces have been assigned, those employees not receiving a space will automatically go on a waiting list by seniority. Said list will be updated monthly and available for examination in the division of Facilities Management during normal working hours.
- d. This paragraph applies to employees who previously have not applied for parking because of their work location. Any employee who is transferred by their employer to the Courthouse from another work site shall become eligible to apply for Courthouse parking upon assignment. If this employee had previously been ineligible because his/her worksite was not in the Courthouse, then, upon assignment to the Courthouse, the employee will be placed on the waiting list according to his/her seniority date. Any employee who applies and is accepted for a position in the Courthouse shall be eligible for a parking space based on the effective date of accepting that position.
- e. Each hiring agency within the Courthouse shall be responsible for having its new employees fill out a parking application with Facilities Management upon hiring.
- f. To be removed from the waiting list, employees must state their desire to be removed and submit this statement in writing to Facilities Management.
- g. Facilities Management shall notify employees when a space becomes available and shall inform the employee of the terms of the contract.
- h. An employee may, at the beginning of each month, choose not to contract for a parking space and employees on the waiting list may, at the time of notification, choose not to accept the space.

### C. Assignment of Employee Parking Spaces (Continued)

## Procedures for Implementing Parking Garage Policy

2. (Continued)
  - i. Employees who decline to accept a parking space or who cancel an existing parking contract with the County must then re-apply for any future space. When employees re-apply for parking, it will be effective with the current date of application.
  - j. Employees who have an assigned parking space may not sub-lease the space. The space cannot be vacated for periods longer than one month without prior approval of Facilities Management.
3. Those persons qualifying within the categories listed in Section C.1. of these Procedures shall be assigned a space specifically in the Courthouse garage. If no space is available to accommodate a new person or position within one of the eligible categories, the least senior employee assigned a space (based on seniority for the Courthouse garage) shall be assigned parking in a leased parking facility, provided the County leases an additional facility, and the least senior employee in the leased facility shall surrender his/her space but shall be placed at the top of the waiting list for any future available space. The employee who surrenders his or her space and is placed back on the waiting list shall be charged only a prorated share of the fee for the month in which the parking contract is terminated.

### D. Assignment of Temporarily Handicapped Employee Parking Spaces

1. The Board of County Commissioners recognizes that Courthouse employees who are not eligible for a permanently assigned parking space may occasionally suffer from temporary disability that severely restricts mobility. In an effort to accommodate such an employee, the Facilities Management Division may permit temporary handicapped or disabled parking within the Courthouse garage at the current employee cost. The following procedures shall be implemented to ensure fair and equitable consideration of any request for temporary parking.
  - a. Employees who work in the Courthouse and who suffer from temporary disability or who are in the ninth month of pregnancy such that their condition severely limits mobility may submit a written request for a temporary parking space to the Facilities Management Director through the appropriate department/division/agency head.
  - b. The written request must be accompanied by a physician's statement which specifies:
    - (1) the nature of the disability;

### D. Assignment of Temporarily Handicapped Employee Parking Spaces (Continued)

- b. (Continued)

## Procedures for Implementing Parking Garage Policy

- (2) the severity of restriction of mobility;
- (3) the estimated duration of the disability.

- c. The Facilities Management Director shall respond to a request for temporary parking after receipt of all required documents. The Director's decision to approve or disapprove temporary parking will be on a case-by-case and space available basis. If requests exceed available space, the severity of the limited mobility and the nature of limitation will be evaluated and appropriate action taken.
- d. Temporarily handicapped employees who are assigned a parking space will be required to complete a parking contract and to pay the current parking rate during the period of time the employee is assigned a temporary parking space.

### E. Shuttle Pool Spaces

The Board of County Commissioners established “Courthouse Shuttle Pool spaces (12) on level P3 of the parking garage. Only authorized County vehicles are allowed to park in this new area, and must do so under the scramble parking arrangement (first come - first served). The rate for this category of parking is \$10 per month. (Exception: Employees from satellite offices who have business in the Courthouse and are driving County vehicles may use these spaces at no charge).

### F. Assignment of Car Pool Parking Spaces

The Board of County Commissioners approved as incentives to employees of the Courthouse four (4) designated car pool spaces. These spaces are located on the P3 parking level distinguishable by signs. The following procedures shall be implemented to ensure fair and equitable consideration of any request for car pool parking.

- a) Two (2) persons shall constitute a car pool. Both persons in the car pool must be full-time employees of an employer located within the Courthouse (Car poolers would not have to work for the same Courthouse employer).
- b) Designated car pool spaces are free of charge. However, they would be subject to the same charges for lost gate cards as all other employees with parking spaces.
- c) Car pools are examined on an annual basis to ensure continued compliance with the program rules and regulations. Note: once a car pool has been assigned a space, its members may change but its contract would be renewed as long as the car pool itself stayed within compliance of the program rules.

### F. Assignment of Car Pool Parking Spaces (continued)

## Procedures for Implementing Parking Garage Policy

- d) Car pool contracts submitted for this program would be selected and/or placed on a waiting list using the size of car pool as the foremost criteria. The total seniority credits of members within a given car pool would be used as the tie breaking criteria between similar contracts bidding for the programs limited number of spaces.
- e) Members of the car pool, under this program, could not hold a personal reserved space within the Courthouse garage, but their names would be placed on the general waiting list, according to date of original hire, so that if a car pooler decided or if circumstances warranted that they no longer could participate in this program, they would be eligible to get a space. Under such circumstances, a new space would be assigned through attrition.

### G. Parking Garage Fees

1. Upon acceptance of an assigned space, each employee shall sign a contract with the Board of County Commissioners and agree to the terms of the contract. All who are assigned a parking space in the Courthouse garage shall pay a monthly fee as set by the Board of County Commissioners. A \$20 per month fee, for all who park in the garage, was approved by the Board on July 27, 1993, and became effective on October 1, 1993; however, this fee may change as directed by the Board of County Commissioners. The monthly fee is due by the fifth day of each month. If payment is not made by the 15th of the month, a \$5 last charge will be added. If the monthly fee and late charge are not paid by the end of the month, the contract will be terminated and a \$10 administrative charge will be added to restore parking privileges. The monthly fee shall be paid by payroll deduction for Board employees, and for all others, payment will be made payable to the Board of County Commissioners.
2. Visitors shall pay a fee for the use of the Courthouse parking garage, such fee to be based on the length of time the visitor's vehicle is parked within the garage. Signs listing the parking fee structure shall be posted and clearly visible at the visitor entrance to the Courthouse parking garage. The fee shall be established by the Board of County Commissioners; any change in the amount of fees to be charged shall be considered by the Board at a regularly scheduled Commission meeting.
3. Divisions or departments which have assigned parking spaces for government-owned vehicles shall be assessed a monthly fee per space, payable from the division or department operating budget. Employees who are assigned government-owned vehicles, and who keep their vehicles with them overnight, shall themselves pay the monthly parking fee.

### H. Waiver of Parking Garage Fees

Validating Criteria:

Validating information shall consist of the following information:

## Procedures for Implementing Parking Garage Policy

- a. Person's name
  - b. Firm's name
  - c. Topic or meeting attended
  - d. Stamp and signature of authorized designee.
1. Visitors shall not be charged a parking fee for the first 60 minutes their vehicle is parked within the garage.
  2. Citizens officially summoned by the Clerk of the Court for jury duty shall be exempt from paying parking fees for the duration of their actual jury service. In order to receive free parking, jurors must have their parking tickets validated by a bailiff.
  3. Subpoenaed witnesses and victims shall be exempt from paying parking fees for the duration of their testimony. In order to receive free parking, witnesses and victims may have their parking tickets validated by an official, designated by the State Attorney, in the State Attorney's office or Public Defender's Office.
  4. Members of boards, committees or authorities appointed by the Board of County Commissioners, who attend scheduled or called meetings, shall not be charged a parking fee. These citizens may park in the public section of the garage and must have their parking ticket validated by the County staff person assigned to that committee, board or authority.
  5. Police officers and Sheriff's deputies in County, City or State vehicles shall not be charged a parking fee. These persons may park in the public section of the garage and must validate their parking tickets by writing their name, ID number and agency on the back of the ticket.
  6. County employees driving County vehicles shall not be charged a parking fee. These employees may park in the public section of the garage and must validate their parking tickets by writing their name and vehicle number on the back of the ticket.
  7. Off-site County employees driving personal vehicles in performance of official County business shall not be charged a parking fee. These employees may park in the public section of the garage and must validate their parking tickets by writing their name and department on the back of the ticket.

### H. Waiver of Parking Garage Fees (continued)

## Procedures for Implementing Parking Garage Policy

8. Vendors, media reporters and maintenance workers who report to the Courthouse for business shall not be charged a parking fee. These persons may park in the public section of the garage and must have their parking ticket validated by the Division Director, or his/her designee, receiving the service.

### I. General Information

1. The day-to-day operation of the Courthouse garage shall be the responsibility of the Director of Facilities Management.
2. The assignment and location of assigned parking spaces shall be the responsibility of the Director of Facilities Management.
3. Leon County shall not be responsible for any loss or damage to personal property in the Courthouse garage or any other County-leased parking facility.
4. The County does not guarantee the availability of parking spaces in the Courthouse garage to any persons desiring a space at any given time.